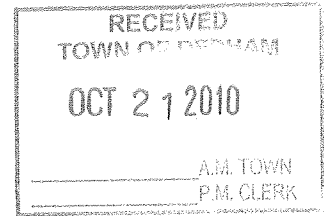


**Dedham Public Library**  
**Meeting of the staffing 2011 subcommittee**  
**Tuesday, September 28th, 2010 at the Main Library**



**Attendees:** Michael Chalifoux, Joseph D'Amico, Patricia Lambert, Pam Fadden

**Public input:** Ms Fadden provided input in the discussions.

**2011 Staffing.** The purpose of this subcommittee is to review the Staffing situation and to provide recommendations to the Board.

The following summarizes the discussion of the subcommittee.

1. **Problem:** The Director has reported difficulty in creating schedules.
  - a. Projects such as the barcoding and digitization are not being accomplished.
  - b. A staff member was not allowed to go to professional training due to personnel shortages.
  - c. A staff member's leave was delayed due to personnel shortages
2. **Review and comparison with seventeen similar towns.**
  - a. We are below the average number of projects for a library of our size (260 vs 109)
  - b. Our circulation meets the average for a library of our size, but the number of books checked out per open hours (59) is only half the average (110)
  - c. For a town of our size (25000), we should have .75 staff per 1000 or 18 staff. We are obviously short. This is due to the economic situation and will not be fixed this year
  - d. The average open hours for similar libraries is about 3000 hours per year. Ours is 5000 hours.
  - e. Only two other towns had branch libraries. Both towns have closed the branches.
2. **Discussion.** Mr. D'Amico noted that our Branch is not like any other and just to use the statistics might be misleading. Mr. Chalifoux pointed out that the Town is spending \$1000000 on a Library and deserves its money's worth. Ms Lambert noted that using two shifts when the Library is open late is a problem. Also, she noted that reduction of partial days does not really help the staffing issue since staff works a full day, not partial days. All agreed that reduction in the number of library open hours is necessary until additional staff is provided.

3. **Recommendations.** Attached.

A handwritten signature in cursive script, appearing to read "Michael Chalifoux".

Respectfully submitted by Michael Chalifoux, Secretary

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**PART I** ADMINISTRATION OF THE GOVERNMENT  
(Chapters 1 through 182)**TITLE XII** EDUCATION**CHAPTER 78** LIBRARIES**Section 33** Policy for selection and use of library materials and facilities

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Section 33. The board of trustees of a free public library in any city or town, or in the absence of such board, the city or town official possessing the appointive powers of such board, shall establish a written policy for the selection of library materials and the use of materials and facilities in accordance with standards adopted by the American Library Association. No employee shall be dismissed for the selection of library materials when the selection is made in good faith and in accordance with the approved policy adopted pursuant to the provisions of this section.

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**CHAPTER 44 MUNICIPAL FINANCE**

**Section 54 Investment of trust funds**

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Section 54. Trust funds, including cemetery perpetual care funds, unless otherwise provided or directed by the donor thereof, shall be placed at interest in savings banks, trust companies incorporated under the laws of the commonwealth, banking companies incorporated under the laws of the commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invested by cities or towns in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine, or in paid-up shares and accounts of and in co-operative banks, or in shares of savings and loan associations or in shares or savings deposits of federal savings and loan associations doing business in the commonwealth to an amount not exceeding one hundred thousand dollars, or in bonds or notes which are legal investments for savings banks. Cities and towns having such funds in the custody of the treasurer in an aggregate amount in excess of two hundred and fifty thousand dollars may also invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the commonwealth; provided, that not more than fifteen per cent of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half per cent of such funds be invested in the stock of any one bank or insurance company. This section shall not apply to the city of Boston.

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**PART I ADMINISTRATION OF THE GOVERNMENT**  
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Section 55. A city, town, or district or regional school district shall not at any one time have on deposit in a bank or trust company or banking company an amount exceeding sixty per cent of the capital and surplus of such bank or trust company or banking company, unless satisfactory security is given to it by such bank or trust company or banking company for such excess. The treasurer of any city, town, district or regional school district shall not deposit funds for which he is accountable in any bank, trust company or banking company with which such treasurer is associated as an officer or employee or has been associated as an officer or employee at any time during the three years immediately preceding the date of any such deposit. For the purpose of paying the principal or interest due on any bond, note or other obligation of the city of Boston, which is payable or requested to be paid in the city of New York, the city of Boston may keep on deposit in any national bank or trust company in the city of New York a sum not exceeding in the aggregate twenty-five thousand dollars; provided, that for a period of two weeks prior to the date of any such payment or payments, said amount may be increased by a sum or sums sufficient to cover the same. A treasurer of a city, town, district or regional school district may invest such portion of revenue cash as he shall deem not required to pay expenses until such cash is available and all or any part of the proceeds from the issue of bonds or notes, prior to their application to the payment of liabilities incurred for the purposes for which the bonds or notes were authorized, in term deposits or certificates of deposit, in trust companies, national banks, savings banks, banking companies or cooperative banks, or in obligations issued or unconditionally guaranteed by the United States government or any agency thereof and having a maturity from date of purchase of one year or less, or in United States government securities or securities of United States government agencies purchased under an agreement with a trust company, national bank or banking company to repurchase at not less than the original purchase price of said securities on a fixed date, not to exceed ninety days or in shares of beneficial interest issued by money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940, as amended, operated in accordance with Section 270.2a-7 of Title 17 of the Code of Federal Regulations, that have received the highest possible rating from at least one nationally recognized statistical rating organization and the purchase price of shares of beneficial interest purchased pursuant to this section shall not include any commission that these companies may charge, or in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine; provided, however, that no temporary notes in anticipation of revenue shall be issued under section four as long as any revenue cash, exclusive of revenue sharing or other revenue cash the use of which is restricted to purposes other than current maintenance expenses, remain so invested.

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Section 55B. All moneys held in the name of a city, town, district or regional school district or any other account under the jurisdiction of a city, town, district, or regional school district or officer thereof, which are not required to be kept liquid for purposes of distribution, shall be invested in such a manner as to require the payment of interest on the money at the highest possible rate reasonably available, taking account of safety liquidity and yield. All officers of a city, town district or regional school district who control the investment of such funds shall invest them prudently, consistent with the provisions of sections fifty-four and fifty-five and, if the funds are the result of gift or grant or bequest, the terms of such gift or grant or bequest, so as to accrue the highest amount of interest reasonably available on such funds taking account of safety, liquidity and yield. The provisions of section sixty-two shall not apply to this section.

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